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Activity Report February 1963
Telephone Facilities Branch

A. Telephone Facilities Branch
Service Performed:

(1) Requests for service on hand prior to 1 February 1963	21
(2) New Requests received - memorandums, verbal	600
(3) Orders issued written and verbal to the Telephone Company	606
(4) Requests on hand last day of month	15
(5) Telephone Information Files Activity .. Organizational and personnel listing changes, including home address files	6490

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(7) Telephone Stations surveys conducted	41
(8) Station Equipment Activity	
Connected	118
Disconnected	103
Relocated	146
Changed	263
(9) In order to meet the due dates established for completion of telephone installation work, the Telephone Company Plant Department was required to work a total of 449 hours on an overtime basis during this reporting period. This work was accomplished at no additional cost to the Agency	

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